Sweet Current Shorthand – phonetic

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A typed-out portion of the handwritten *A Manual of Current Shorthand* by Henry Sweet (1892), covering the phonetic system (ed. Doug Edmunds and John Sampson).

Notes:–

- The superscript numbers refer to the page numbers of the original hand-written document. This rendering starts at p.48 therein.
- Because the handwriting in the original is crowded in places there may be extraneous marks peripherally in the images.
- Note the convention which Henry Sweet uses: a single dot or two dots next to some outlines is not

part of the outline, but rather is given to indicate position relative to the horizontal base line. If there are no dots, assume that outline is written "on the line".

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1 THE ALPHABET

1.1 General Principles

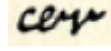
Consonants are expressed by full-sized characters, such as *t*, *s*, vowels by small characters, as in **city** *siti*. Some vowels, such as *i*, are written on the 'high-mid' level, others on the 'low-mid' level, such as *ai* in **night**. Long vowels are expressed by lengthening, as in **seen**, **scene** *siin*.

The only consonant that is written small is *l*, expressed

by low-mid before a vowel as in **lit**, **line**, or by high-mid after a vowel, as in **tile**.

The other consonants are distinguished by projection. 'Short' consonants, such as *t*, do not project at all. Of the 'long' consonants some are 'high' such as *b*, some 'low', such as *k*, and some 'tall', such as *tsh*.

Examples: **beat**, **sick**, **teach**.

If the vowel before or after a consonant is not written, the simple stroke is used to show the presence of a vowel – generally *e* or *ɔ*: **ate**[49] *et*,  **the city** [note that **the** is generally run on to the following word].

If two consonants come together without any vowel between, forming a 'consonant-group', they are, if possible, joined together without any stroke between, as

in **bless**, **little**, , being 'ligatures'.

If this cannot be done, they are 'crowded' together as closely as possible, or written detached with the smallest possible space between, as in , **bitten**, or else 'grafted' together, as in **anxious**.

But many consonant-groups are expressed by simple characters, such as *ssh*. Such groups as *st, ss* are expressed by joining the loop of the *s* directly on to the *t*, as in **stile**, **style**, **sits**.

A consonant-character standing alone is used as a 'sign', that is, a contraction of some special word or of several words having the same sound: = **to**, **too**, **two.** = **twice**.

Some contractions are made by writing 'in position' – 'raised' or 'lowered'. Thus raised = **it.** = **its**, **it is**

its. Lowered = **than**[50].

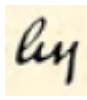
Letters and sounds are distinguished as initial, medial and final, according as they occur at the beginning, in the interior, or at the end of a word.

When we express short-hand outlines by ordinary letters, we use (-) to denote the stroke, as in **dh-n** = **then**.

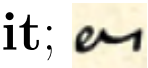
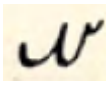
1.2 Vowels

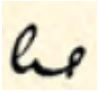
'short, long stroke' *e, ɔ; ei* : **men**, **a pen**; **name**.

When the short stroke expresses *ə*, it is written as short as possible. by itself, detached, = **are**, and occasionally **a**, which is generally distinguished from

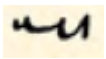
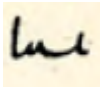
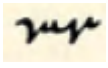
are by being joined to the following word in the same way as **the**. Medially all weak vowels are expressed by the stroke, as in  **phonetic**, **settling**.

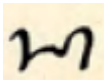
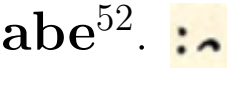
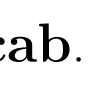
The 'low stroke' is used to express *h*, as in **head**, **hit**, because *h* is a kind of vowel. = **how**.

'high up-hook' *i, ii* :  **sit**; **seat**. Initial and final weak "i (sound)" are always written in full, as in *imit* **emit**, **city**, distinguished from **omit**[51], **sitter** *ɔmit, sitɔ*, medial weak *i* being expressed by the simple stroke. = **he**. Raised *i* expresses the ending **-ly**: **merrily**,  **namely**.

'low up-hook' *ai; aa* : **I**, **eye**, **aye**, **mighty**;  **fast**, , **star**. It will be observed that as there is no short *aa* in English, is utilized to express the very frequent diphthong *ai*. After some

consonants – especially the high down-loop *v* – these vowels may be written inside the curve : **vast**, , **shine**.

‘double up-hook’ *yu, yuu; u, uu* : **unite**,  **unit**; , **cook**,  **moon**. In ordinary writing it is not necessary to lengthen the stroke of *yuu* : ,  **duty**. = **you**. = **who**.

‘high down-hook’ *e; ei*. These characters are only occasionally written instead of short and long strokes, but it is often useful to write them when special distinctness is required. Thus is clearer than which might be taken for *ɔb* as well as *eb*. is sometimes more convenient than the long stroke, as in  **babe**[52].  ‘low down-hook’*æ* : **add**,  **cab**.

‘double down-hook’ *yuɔ, yuuɔ; uɔ, uuɔ* :

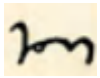
fewer. **dual**, **duel**; **poor**. = **you are.** **who are**.

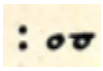
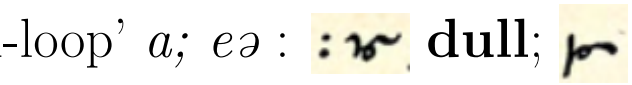
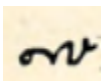
‘high up-loop’ *o*: **sorrow**; **autumn**. The first form of the short vowel – the ‘round curve’ – may be written initially, and is necessary when the vowel is detached, so as to distinguish it from – the detached form of the down-loop .

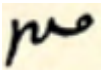
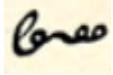
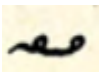
”low up-loop’ *au; ou* : **now**; **own**. Detached = **out**.

These vowels may be written inside the curves of certain consonants in the same way as *ai* : **vote**, , **shout**.

‘high down-loop’ *ə; əə*. The short vowel is written only in contractions, such as **her**, being otherwise expressed by the simple stroke. The long

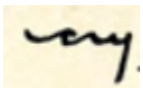
vowel always keeps its shape when final, as in **cur**. Before a consonant the curve may be straightened, as in ,  **bird**. Before **t**, **n** etc. the loop is joined directly on to the consonant, the stroke being shortened, as in **assert**, **burn**. Before an up-curve consonant it may be expressed by an up-loop[53] run on : **burst**, **curse**.

 , 'low down-loop' *a; eə* : **dull**;  **care**,  , **airy**.

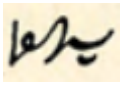
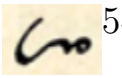
; ; ; (iə, iiə; aiə; oə, o[1]ə; auə, ouə) : **carrier**,  **career**; **fire**;  **follower**, **gnawer**, **Noah**; **sour**, , **shower**;  **lower**. *ə* differs so slightly from open *o*[1]that it is generally written in the same way : **saw**, **soar**,

[1]open o (Unicode 0254) like reverse c

sore.

In the rare combinations *iio, aiau* etc. the detached forms of *o, au* are used, as in  , Aeolic.

1.3 Detached Vowels

In the rare cases in which it is necessary to write a low vowel immediately after a high one, the low vowel is written detached under the high one :  **Pompeii**. Vowels and strokes may be detached in other cases when convenient. Thus **weigher** may be written or  [54]

1.4 Arbitraries

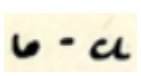
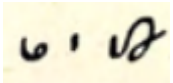
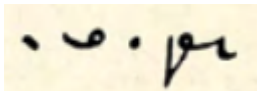
The following marks are written small, like vowels, to express very common words:

and. Compare the use of the hyphen (-) as a joiner.

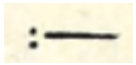
or.

an.

of.

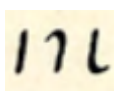
Examples:  **now and then**;  **now or never**;  **an ear of corn**.

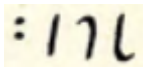
1.5 Consonants

The *place* of a consonant is shown by its size and projection: 

The most numerous class of consonants — the point—

are written short: *t, d, n*; *s, z*; *th, dh*; *r*.

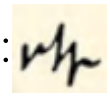
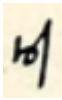
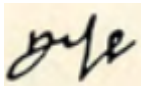
The lip-consonants are all written high, as being formed high up in the mouth:  *p, b, m*; *f, v*[55]; *w*.

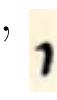
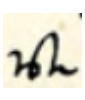
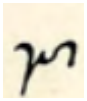
The back- and throat- consonants and the front consonant *y* are written low :  *k, g, ng*; *h*; *y*.

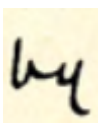
As *sh, zh* are formed further back in the mouth than *s, z* they are written low : *sh*, *zh*.

The tall characters are assigned to consonant-groups or compounds, mostly containing *sh, zh* or *y* such as *tsh*, *dzh*, *ny*.

The *form* of consonants is shown by their shape: – Breath stops are expressed by a 'sharp stem' or bar, to symbolize their sharp, hard sound and the stoppage of

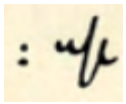
the breath : *t, p, k, tsh* :  **typical**,  **touch**. *tsh* may also be expressed by the ligature , as in  **Chichester**. = **too**, **two**. = **up**. = **because**.

The corresponding voice stops are expressed by rounding the tops of these stems to symbolize the greater softness of the voice stops, giving the 'down-hooks'  *d, b, g, dzh* :  **double**,  **guide**, **ridge**. *dzh* may be written : **judge**[56]. = **but**. = **again**.

The consonants most allied to the voice stops are the nasals, which are accordingly expressed by inverting the voice-stop characters, giving the 'up-hooks' *n, m, ng*, as in  **meaning**. = **on**. = **in**.

The following table shows the relations of the three classes of consonants:

ooOoo	Point	Lip	Back
Breath stop	**t**	**p**	**k**
Voice stop	**d**	**b**	**g**
Nasal	**n**	**m**	**ng**

ny :  **union**.

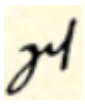
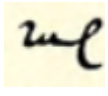
The breath hisses are expressed by up-loops, the corresponding voice consonants or ‘buzzes’ by down-loops:

ooOoo	Point	Lip
Breath hiss	**s**	**f**
Voice hiss	**z**	**v**

Examples : **safe**, **visit**. = **is**. = **for**, **fore**, **four**.

sh, zh are reversed, the more easily written , being assigned to the more frequent *sh*, the tall[57] forms of these characters being used to express their combination with preceding *n* :

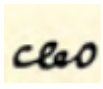
sh zh nsh nzh

Examples:  **ship**,  **rouge**; **inch**, **singe**.

As *dh* is very frequent initially in such words as **the**, **then**, it is expressed by the round curve , while it is a

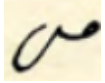
good initial, but does not join so well to a preceding character. The breath *th* is expressed by :

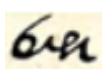
 th **dh**

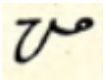
Examples: **thin**, **then**,  **the south**. The stroke may be drawn through the middle of , as in **thigh**. Observe the distinction between *thii* and *thei*. = **thing**. = **the**, **thee** = **this**.

The two vowel-like consonants *y, w* are mainly initial and are therefore expressed by the 'flat curve' , which, like is best as an initial:

w y

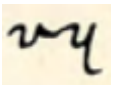
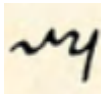
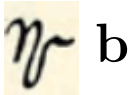
Examples : **wine**;  **year** . The distinction between voice *w* and breath *wh* may generally be neglected in writing as it usually is in pronunciation; thus = **whine**. When necessary *wh*[58] is expressed

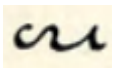
by , as in  **Whiston**. = **one**, **won**, **you**.

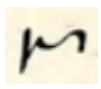
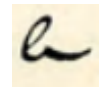
The vowel-stroke before these characters is for convenience written flat: **away**, **a way**,  **a year**.

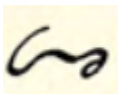
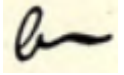
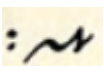
The likeness in sound between *r* and *l* is shown in the likeness of their symbols, *r* being expressed by the 'double hook', *l* by the flattened double hook or 'wave', the tall being used, similarly to , to express *ry* or *ri* before a vowel:

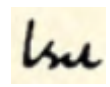
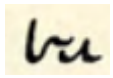
r l ry

Examples:  **rearing**,  **lyric**,  **burial**.

Initial *r* may be expressed by the flat curve , which is however liable to be confused with : **rain** [ **the rain**]. In English, final *r* is always dropped except before a word beginning with a vowel; so, as in

shorthand we always write the shortest forms, we ignore final *r* altogether, writing not only  **card**, but  **far**, even when a vowel follows, as in **far away**.

For *l* see under 'General Principles'. Long low is used to express *lei*, high to express *eil*[59]: **let**, **late**, **pleasant**, **plate**; **tell**, **tale**, **tail**, **Welsh**,  **Wales**. A vowel-stroke is added to final *lei* and prefixed to initial *eil*: **lay**, **play**; **ale**, **ail**. When a high vowel is written before high , the length of the vowel is best shown by lengthening the wave of the *l*, as in  **feel** compared with **fill**. A vowel stroke before low *l* must be written under the line:  **a letter**, **allay** [**elm**]. In some cases *l* is expressed by the 'stem-wave' , which always implies a following vowel. It is

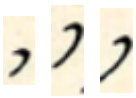
necessary when consonant + vowel + *l* is followed by a low vowel, as in  **malign**, unless a break is made by writing  . Final expresses *lə*, as in **seller**, **cellar**, **sailer**, **sailor**. Initially it is utilized to express *il*, so as to avoid inconvenient joints: **elate**, **illumine**. = **all**.

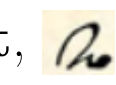
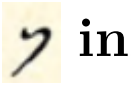
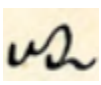
h, the open throat consonant, is expressed by the low circle , but oftenest by the low stroke . The circle is, however, sometimes more convenient, as in the combination *hei* : **haste**. It is also used to express[60] Scotch **ch** in **loch** .

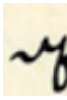
1.6 Consonant groups

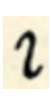
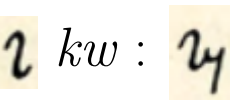
As there are more simple characters than are required for the simple consonants, the superfluous ones are used to express consonant-groups. Of these the tall characters have already been described.

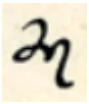
As the 'indented down-hooks' etc , and the 'back round curves' etc. are good finals and bad initials, they are assigned to the groups *nt, nd* etc, which never occur initially, the sharp ending of symbolizing the sharp *t*:

 *nt, mp, ngk* *nd, mb*

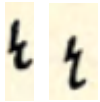
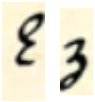
Examples:  **went**,  **empire**, **ink** ; **send**,  **nimble**. = **unto**. = **into**. = **under**. The low back round curve being inconvenient, *ngg* is

expressed by looped-up *ng* :  **linger**, **tangle**.

 *kw* :  **quick**, **liquid**. = **quite**.

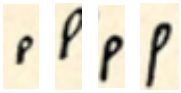
ly : **alien**,  **value**[61].

The combination constant + *t* is expressed by waving stems and notching curves:

pt, kt  *mt, ngt*  *ft, sht*

Examples: **apt**, **tact**; **empty**, **instinct**; **left**. These characters are used chiefly where the *t* is radical, that is, forms part of the body of the word.

Combinations with *s, z* are expressed by loops:

 *st, sp, sk, stsh*; *ps, ks*; *pts, kts* *lz.*

Examples: **state**, **quartz**, **quarts**; **speak**, **copse**; **sky**, **six**; **mischief**; **adopts**, **tracts**; **tells**, **tales**.

As there is no such combination as hiss + *s, z*, the loop after hiss-consonants is used to express weak vowel + *z* :

tsh-z: **riches**, **teaches**.

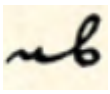
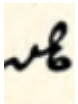
zb, sw; *sn, sm, sf*. Examples: **husband**, **swift**; **snow**, **smoke**, **sphere**.

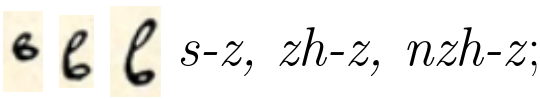
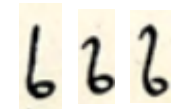
= **twice**. = **its**, **it is**. = **some**, **sum**.

Consonants ending in an open loop add *s, z* by looping up the curve. As a general rule the simple[62] loop means *z*, the stroke being drawn through the curve to express *s*, thus *nz* *ns*. Combinations in which *z* is impossible are written with the simple loop, such as *fs*.

nz, mz, ngz; *ndz, mbz*; *fs, fts*

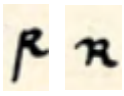
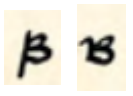
Examples: **sins**, **crimson**, **sings**;

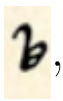
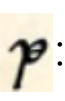
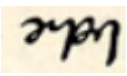
sends;  **laughs**,  **lifts**. In the following ligatures the loop implies weak vowel + *z* :

 *s-z, zh-z, nzh-z*;  *ny-z, ly-z, ni-z*; *l-z.*

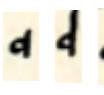
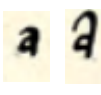
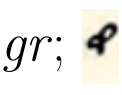
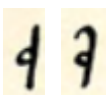
Examples: **misses**, **measures**, **ranges**; **sinews**, **values**, **terriers**; **sailors**.

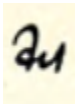
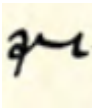
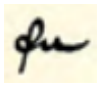
Such groups as *kst* are expressed by adding the 'notched double hook', which is looped up to add *s*:

 *kst, dst*;  *ksts, dsts.*

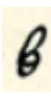
Examples: , **text**, **texts**, **midst**. Radical *dz, bz, gz* are expressed by the ligatures ,  ,  : **adze**,  **zigzag**.

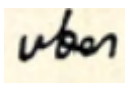
r is added to stems in the form of a 'back ring[63]':

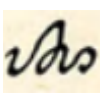
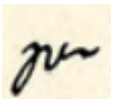
 *tr, pr, kr*;  *dr, br, gr*;  *str, spr, skr*;  *tshər dzhər* . Examples : **try**, **pride**,

secret; **dry**,  **bright**,  **green**; **street**, **spread**,  **screw**; **treachery**, **drudgery**. = **perhaps**. *ktr*, *mpr*, *ndr* etc. are less convenient, and are generally avoided by contraction.

The combination up-loop consonant + *r* is expressed by adding the 'circle- loop':

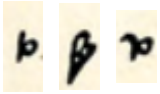
mr *nggr*  *fr* *zhər. nzhər*

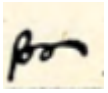
Examples:  **Nimrod**, **angry**, **free**; **treasury**, **injury**. = **from**.

After down-loop consonants the *r* is written in full, crowded on: *vr, shr*:  **reverend**,  **shrill**.

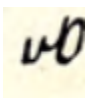
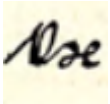
Consonant + *w* is expressed by adding the 'forward

ring', which is written upwards or downwards, as is most convenient, *kw* being written :

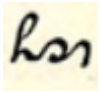
 *tw, skw, dw.*

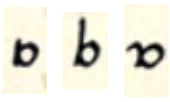
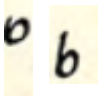
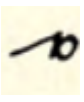
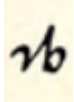
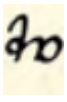
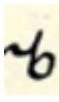
Examples: **twitch**,  **square**, **dwell**[64].

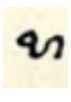
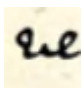
mf is written , the second element being a slurred *f*:

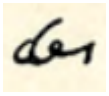
 **nymph**,  **emphasis**.

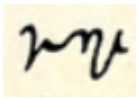
The other consonant-groups are expressed by simply joining their elements.

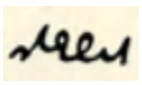
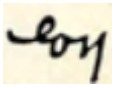
The *l*-combinations have been already described. The following are additional examples: **level**,  **splendid**, **helmet**, **wealth**.

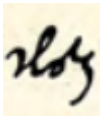
 *tth, pth, dth*;  *nth, ngth*:  **eighth**,  **depth**,  **breadth**; **tenth**,  **length**.

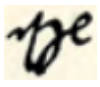
thr is written , as in  **thread**,  **thrice**, there being no *sr* in English, which this ligature would

otherwise represent. So also the rare *thw* may be written , as in  **thwart**.

y is added to a consonant in the double hook form crowded on, as in *dy* :  **guardian**. *w* may be added in the same way, thus *bw* may be written as well as .

In groups beginning with short characters these may be raised, implying that there is no vowel between, as in  **anthracite**,  **aesthetic**[65].

So also *nt, mp, ngk* may be written , , , especially in the combination *ngt, ngkt*, as in  **defunct**.

Inconvenient joints may always be avoided by breaks or grafts, which are necessary in some combinations, such as *ngst, ngsh*, as in **songster**,  **anxious**.

1.7 Rising Consonants

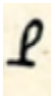
In order to avoid unnecessary connecting-strokes the high, and some of the short, consonants are provided with rising forms, which are generally written only finally, being used chiefly in contractions. Most of the 'risers' join best to an up-curve character; some of them cannot be written at all after a stem. When risers are written detached, we graft them on to a horizontal stroke to distinguish them from the ordinary descending consonants. The following are the short risers, which are joined to vowels as well as consonants[66] :

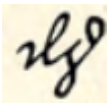
, rising *dh*, is used also to express *z* : **with**, **although**; **knows**, **nose**, **noes**, **pities**, **borrows**, **lies**.

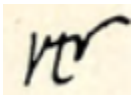
, rising *t*, expresses inflectional *t, d, id*: **felt**, **filled**, **pitied**.

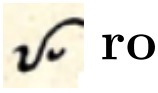
The following are the high risers, which cannot be added to high vowels or high mid *l*:

, rising *p*, is written as upright as possible: **telescope**. , rising *b* : **tribe**, **tribal**.

 , rising *f*, is not quicker to write than descending *f*, and is therefore only used in contractions, such as **enough**, **self**, **selfish**.

, rising *v* : **alive**,  **defective**; **selves**.

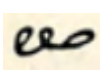
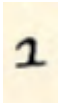
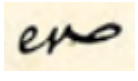
, rising *m*, may curve either way : **time**,  **kingdom**.

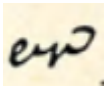
When a character is added to a riser, a break must generally be made as in  **roomy**, except when

inflections are added (see next section)[67].

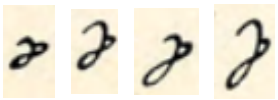
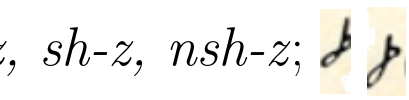
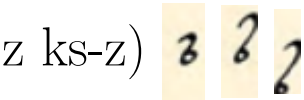
1.8 Finals

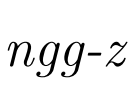
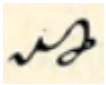
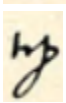
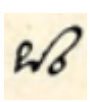
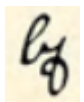
As there are many forms which are easy to write in themselves, but cannot be joined to a following character, these 'finals' are assigned to the inflectional endings *s, z; t, d; ing.*

The *s, z*-loops have been already described. The *z*-loop may be added to vowels in the same way as to *n*: **stars**,  **sores**, **soars**, **saws**. After down-curve vowels the loop is turned the other way: **cares**. This loop is chiefly added to long vowels,  being generally written after short vowels – always after up-curve vowels – for the sake of distinction: 

settees,  **cities**.

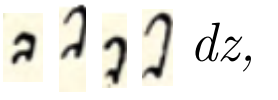
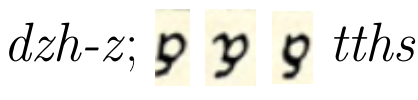
After , etc. the loop is modified thus:

 *z-z, vz, sh-z, nsh-z*;  (ps-z ks-z) 

nts, mps, ngks;  *ngg-z* : **houses**,  **leaves**, **fishes** [**fishers**], **inches**; **copses**,  **taxes**; **tents**,  **stamps**, **sinks** ; 

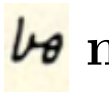
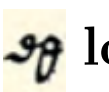
fingers.

In some combinations the loop is made into a back or downwards hook[68]:

 *dz, bz, gz, dzh-z*;  *tths, dths, nths*:

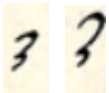
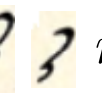
adds [**adze**], **cabs**, **dogs**, **judges**;

depths, **tenths**.

Final *ths, khs* are written , :  **myths**,  **lochs**.

Special ligatures are provided for *nt-z, nd-z* etc., to

avoid inconvenient joints:

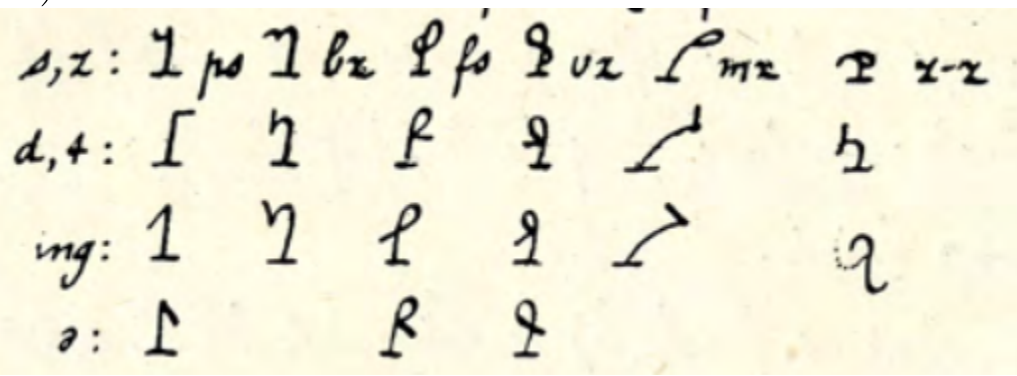
 *nt-z, mp-z, ngk-z*;  *nd-z, mb-z*: **centres**, **tempers**, **anchors**; **cinders**, **members**.

As we have seen, inflectional *t, d* are expressed by after vowels and . After up curve consonants the 'back down-stroke' is written: **fined** [**find**], **seemed**, **winged**, **sniffed**, **sifted**, **rouged**. This stroke is also written after vowels – especially long up-curve vowels: **stored**, **starred**, **owed**. Otherwise the 'flat stroke' is used: **suited**, **risked**, **seized**.

Inflectional *ing* is expressed, when convenient, by the 'rising back-tick' : **sitting** [**sittings**], [69]

The risers are modified by inflections (-s, -z, -d, -t, -ing,

-ə) thus:

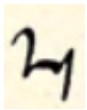
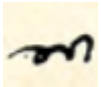


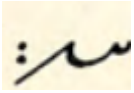
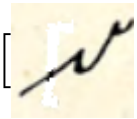
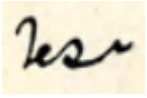
1.9 Implied Characters

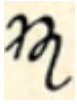
li + high consonant is expressed by raising the *l*: **lip**, **limited**.

a followed by a short consonant is expressed by lowering that consonant, the stroke being lengthened to express *aa*: **none**, **bud**; **tart**, **bard**. After a low consonant it is better to write the vowel, as in **garden**, as lowering would obscure the line of writing.

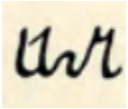
In the combination consonant + *l* + vowel, the *l* may be

implied by lengthening the stroke before the vowel : **slip**, **climb**, **blot**. Lengthening the stroke before *æ, uə, a, eə* gives , , and as these are not used as vowels[70], they may be used to express *læ, luə, la, leə* initially as well as after a consonant: **land**,  **black**; **lure**; **luck**, **pluck**; **lair**,  , **laird**.

But as final *li* is expressed by , a long stroke before final *i* may be used to imply *r*, which gives a convenient way of writing such ligatures as *nr, ndr*, being liable to confusion with *th* :  **Henry** [ **Henley**], **memory**,  **boundary**.

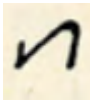
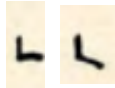
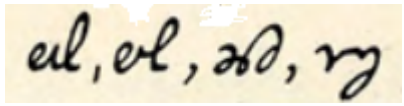
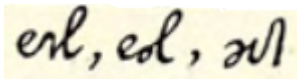
Medial *h* may be implied by drawing a vowel-stroke through an initial consonant : ,  **behave**,

behaviour. The same method is used to express two vowels, one of which is stressed, as in **chaos** and the contraction **create**.

s, z, th before a high consonant are implied by raising the preceding vowel. **isthmus** *isməs*, **cosmic**, **rhythm**. *e, æ* are expressed by a short stroke detached from the preceding consonant: **chasm**,  **mesmerism**[71].

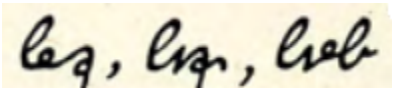
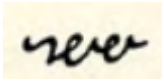
2 CONTRACTION

Contractions make the writing quicker and more compact. We contract not only by *omission*, but also by the *substitution* of easier characters of similar sound. And in contracting we try to get rid of the difficult

elements and keep the easiest ones. The ease of a character depends partly on its brevity, partly on the way in which it joins to other characters. Although short characters and short strokes are generally easier than long ones, complicated characters are often easier long than short; this is why we exclude from our alphabet, while admitting the long . The sharper an angle, the easier it is; but blunt curves are easier than sharp ones. Hence such an outline as  is apt to become , while  tend to slur or 'degrade' into ; so that obtuse angles are not used at all, and right angles very little in good systems of writing. The most important principle in joining is to *avoid reversal of direction*. Thus  are much[72] quicker and easier than  etc. Hence it is easy to

avoid the sharp curve in by writing . Hence also we write after up-curves, as in **alive**, after down-curves, as in **dove**.

There are different degrees of contraction, varying in definiteness. In **Mr.B.**, **B** is a free, **Mr.** a fixed contraction. Of the fixed contractions of Current Shorthand, some – called *general* contractions – can be brought under general rules, while others – the special contractions – have to be learnt one by one. The special contractions include *signs*, or contractions of separate words, and contractions of *prefixes*, such as **sub-** and *endings*, such as **-ness**, which we include under 'limb'. Limb-contraction brings out the 'stem' or body of the word, more clearly, and makes it easier to contract it.

One general rule of contraction is to keep the most prominent elements of a word. The phonetically prominent elements are the strong (accented) vowels, and the syllables that contain them. Thus in **'photograph**, **photo'graphic**, **pho'tography** the most[73] prominent syllables are *fou, græ, to*, and accordingly we contract these words into  respectively. From another point of view the most prominent parts of a word are its beginning and end, whether strong or weak, which, accordingly, we keep as often as possible. All these conditions are fulfilled in such a contraction as  **idiosyncrasy**.

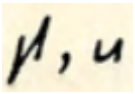
The other main principle is to keep the *distinctive* elements of a word, that is, those characters by which it

is distinguishable from other words of similar sound, especially when they are liable to be confounded with it through similarity of meaning. Thus we cannot distinguish **sit** from **sat** without writing the vowels, while in **bring** and **brought** the consonant-skeletons are enough to keep the two words apart. It is evident that the rarer a sound is, the more distinctive it is; thus it will be easier to find out **Mr. Z** than **Mr. S**.

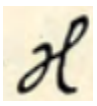
It is evident that all these principles cannot always be harmonized, and that in practice[74] we must often sacrifice one to the other, especially when we have to provide a number of signs combining utmost brevity with perfect distinctiveness.

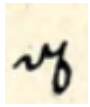
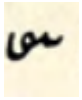
2.1 General Contractions

2.2 Vowels

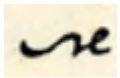
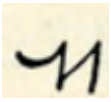
The first stage of vowel-contraction is to express *e,a* and medial weak vowels generally by the short, *ei* by the long stroke – contractions with which we are already familiar. When the consonant-skeleton is distinctive enough, other strong vowels may be expressed by the short stroke, especially *æ*, the vowel nearest to *e*. Thus = **cap**, and also **cape**, **keep**, **cope**, **cook**, whenever the context is clear enough. We call such outlines as  = **net**, **night**, **note**, etc. 'neutral outlines'.

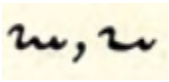
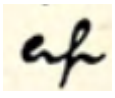
It is often convenient to shorten the long stroke and this may be done whenever it does not cause confusion, as in

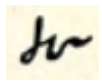
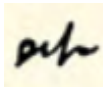
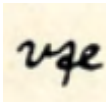
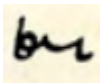
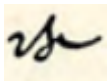
 **change**, **failure**.

The vowel-stroke may always be omitted before[75] characters denoting non-initial sounds, such as *ks* in **accept** etc.; and after non-final ones, such as *r, ry, ny, la, ngg, mb, stsh* as in **error**, **terrier**, **sinew**, **cellar**,  **linger**, **member**, **posture**. Also in many isolated words: initially in  **annoy**, **allow**; finally in **nature**, **nausea**; initially and finally in **anathema**; even strong vowels may be dropped, as in **athlete**. Always after **an**: **an enemy**.

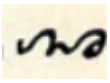
It is especially desirable to get rid of a vowel-stroke when two vowels come together. The vowel of *-ing* may be ignored after a long vowel or diphthong, as *ng* never

occurs in this position: **seeing**, **sighing**. When two weak vowels come together medially, one stroke is generally enough for both, as in  **arduous**, **axiom**. When a strong and a weak vowel come together, it is, of course, best to drop the weak one, as in  **archaic**, **naive**, **poem**, **poet**; unless the weak one is initial, as in **hiatus** [see under consonants][76].

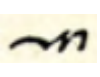
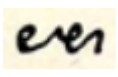
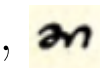
A weak vowel may often be dropped between two consonants so that they are joined together into a ligature. Such contractions are especially useful in doing away with the necessity of writing : **credulous**,  **rely**. Final *l* preceded by a weak vowel should as a rule be written low, as in  celestial, the high

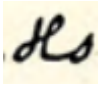
final *l* being written only after a strong vowel, as in  **personnel** distinguished from **personal**, or when a weak vowel is distinctive, as in  **stipulate** distinguished from **stipple**. *r* also lends itself to this kind of contraction, as in  **rigorous**,  **marine**. Examples with other consonants are **opposite**,  **repartee**.

aiɔ, auɔ may often be shortened to *ai, au*: **science**, **towel**. *yuɔ, uɔ* may always be written *yu, uu* before *r*: **tourist**.

As there are special ways of writing inflectional *z*, full final ɔ may be used to express the ending *-aiz*: **baptize**,  **idolize** [**idlers**]; **civilize**, **generalize** [**general**].

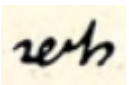
For a similar reason *-tyuud* may be shortened[77] to *t-d*

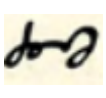
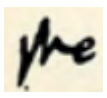
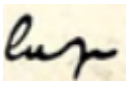
or even *-d* : **rectitude**;  **latitude**,  **solicitude**,  **exactitude** [**exact**].

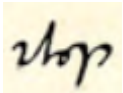
As *f* is rare finally, it may be used to express the ending **-fy** : **horrify**, **pacify**, **modify**. The *c* which appears in derivatives of these words need not be written. **pacificatory**,  **pacification**.

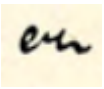
2.3 Consonants

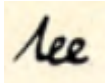
It is a general rule to omit *h* in all words whose weak forms drop it in speech, such as **he**, **his**, written . As it is dropped in vulgar speech entirely, it may be dropped in writing also in all familiar words.

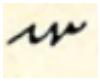
y may often be dropped after a consonant, as in **angular**,  **recipient**.

r after a consonant may often be dropped, especially in weak syllables: **prepare**,  **preserve**;  **caprice**, **sacred**. This omission is especially convenient in *ntz* etc., and when *fr* is followed by a low vowel: **entry**, **doctrine**;  **frugal**[78]. Inconvenient consonant-groups can often be lightened by dropping one of the consonants :–

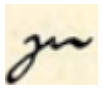
g*n*: **ignore**,  **repugnant**.

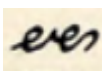
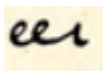
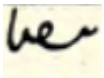
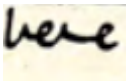
*g*n: **dignity**,  **signal**, **signify**.

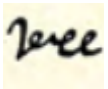
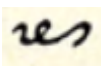
m*n*, m*f*, m*w*: **chimney**, **remnant**;  **emphasis**, **pamphlet**; ; **memoir**

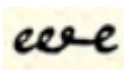
n*m*:  **enmity**.

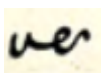
Difficulties may often be got rid of by substitution. Thus the tall consonants make bad initials, because they obscure the line of writing. Hence initial *dzh* is regularly

expressed by the unambiguous *zh*, which can also be written non-initially in most words. The choice between it and depending mainly on curve-direction: **joy**; **siege**; **dudgeon**. So also *sh* may often be written for initial *tsh*, as in  **chill**. Non-initial is easy, and should always be written except where ease of joining calls for , which is especially the case after *r,k* as in **capture**, **lecture**.

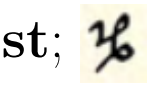
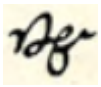
s*t*:  **assistant**, **custom**, **costume**[79],  **sustain**,  **mystery**,  **mysterious**.

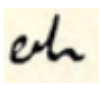
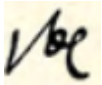
s*tr*: **apostrophe**,  **boisterous**, **magistrate**, **restrain**,  **restraint**

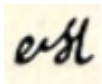
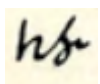
*n*s: **nonsense**,  **censorious**.

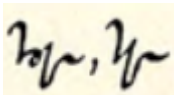
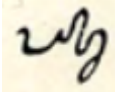
s*th*: **aesthetic**,  **anaesthetic**.

Final *st* may often be expressed by the cross-loop,

especially after *zh*, where it gets rid of an inconvenient joint: **colonist**, **colonists**, **linguist**;  **digest**, **apologist**. If a full consonant is added, the short loop must be used: **digestive**, **register**. The loop may also be used to express *ns*, as in **diligence**,  **divergency**.

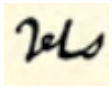
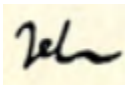
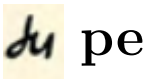
n*t*, n*d*, m*b*: **sentence**, **maintain**; **random**; **pompous**, **emperor**; **assemble**,  **symbol**, **cymbal** [**simple**],  **Cambridge**.

*m*pt, *m*pt*r*; *ng*ks : **empty**,  **symptom**;  **peremptory**; **adjunct**.

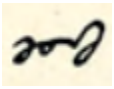
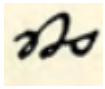
ng*g*l : **angle**,  **bungle**. *kw* may be extended to *ngkw, nggw* as in  **relinquish**; **sanguine**, **language**

s*k*w : **squire**, **squall**[80].

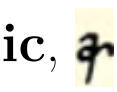
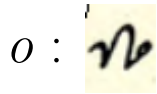
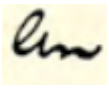
th*w*: **thwart** [**thought**], **Thwaites**.

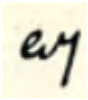
The weak ending **-ate** may generally be dropped, especially in verbs where the *t* is changed to *sh* before the derivative endings **-ion**, **-ation**, and is dropped before other endings. Hence we may write or **abominate** parallel with  **abomination**,  **abominable**. So also **affiliate**, **accelerate**, **delineate**, **hesitate**, **imitate**, **renovate**, **ventilate**; **accumulate**, **deliberate**, **nominate**, **obliterate**, **remonstrate**. The ending must of course be kept in such words as  **personate** [**person**].

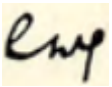
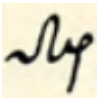
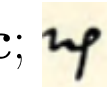
As initial *z* is rare, it may be written for *igz-*, and *riz-* may be shortened in the same way when there is not

any danger of clashing: **exhaust**, **exhibit**, **examine**, **exaggerate**, **exact**, **resent**,  **reserve**,  **reservation**, **result**.

Final *e, æ* in words of more than one syllable are used to imply final *k, kl*, which seldom require to be distinguished: **academic*al***, **cosmetic**, **domestic**; **emphatic**, **dogmatic**, **pedantic**[81];

sceptic, **eccentric**,  **graphic**. Final *o* may be used in the same way when it does not conflict with weak *o* :  **diabolical**, **symbolic(al)**, **chaotic**, **logic**. **-al** may be added by means of low-mid , detached if necessary:  **fanatical**, **logical**. As *i* cannot well be used in this way, *ik* is

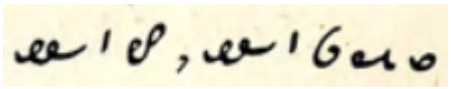
written: **empirical**, **pacific**,  **scientific**.

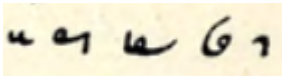
-istic is made into *isk, sk* : **statistical**, **statistics**,  **fatalistic**,  **linguistic**;  **realistic** [**real**]

As the combination *ryuu* does not occur in English, it may be used to imply contraction, as in **reduce**, **refuge**, **refuse**.

r may often be dropped medially after *eə, uə* and the other diphthongs ending in *ə* : **airy**, **boorish**, **luring**, **firing**.

2.4 Word-omission

The personal pronouns **my** etc. may almost always be omitted before **self** and **own**:  **I**

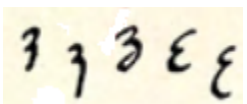
saw it myself, I saw it with my own eyes. to after a verb may often be omitted.  **you ought to know what to do.**[82]

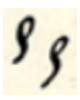
Many other subordinate words may be omitted in quick writing, such as **the**, **a**, **of**, **and**.

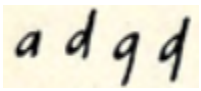
2.5 Special Contractions

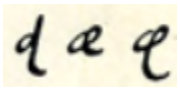
The most unmistakable special contractions are those which are formed by writing ordinary characters in position, or by characters which are not used in ordinary writing, such as –

ə; *ngg*

 *bt, gt, vt, wt, yt*

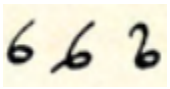
 *spt, skt*

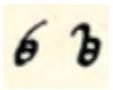
 *st, sp, sk, stsh*

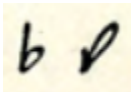
 *sny, ss, szh*

sd

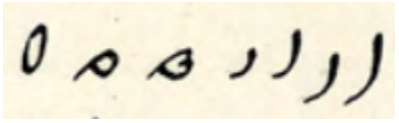
sv, ssh

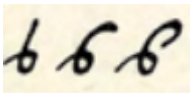
 etc.

 *wr, kwr* etc.

 *pnt, tmp* etc.

together with others whose form does not suggest any definite sounds: —



and the 'loop-risers'  .

Others are formed by using ordinary characters in positions (initial etc) where they do not occur naturally[83], and assigning special meanings to them, as

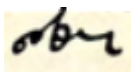
when *ng* is used as the prefix **con-**, *h* as the ending **-hood**. Initial and final are utilized for special contraction. Initial is taken as *sb* and used for the prefix **sub-**.

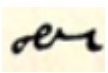
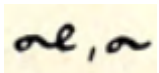
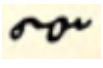
2.6 Limbs

As the junction of limb and stem often gives rise to consonant-groups for which no special ligatures are provided, we make it a rule that the stroke between them does not necessarily imply a vowel, as in **submit**, **redness**.

2.7 Prefixes

There are several ways of contracting the stem after prefixes. Short stems are generally contracted by writing only the initial consonant or consonant-group, as in **distant**. But the initial constant is often omitted, as in **observe**. Initial *st* of the stem is often written *s* as in **substance**[84].

altra- :  **ultramarine**

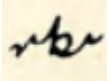
an- :  **unseen**,  **unless**. Vowels and *h* + vowels may often be dropped: **unending**,  **unhealthy**, **unhappy** [**happy**].

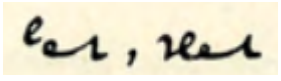
æb-, *æd-* : **adjunct**, **abdicate**, **absent**, **absence**; **adverb**, **adverse**, **adversary**. **ab-** may be written in full before *r*, *l* as it

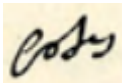
then forms good ligatures: **abrogate**, **ablative**.

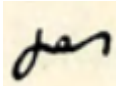
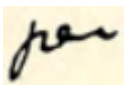
æmfi- : **amphitheatre**

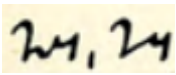
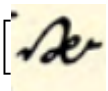
ængglo- : **Anglo-saxon**

ænti- :  **antipathy**, **anticipate**. *daiə-* : **dialect**, **dialogue**.

dis-, diz- : **descend**, **descent**, **dissent**, , **despair**; **distant**, **distinguish**. The prefix must be detached or written in full when followed by a low vowel, as in  **disown**.

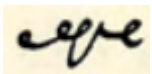
dzhakstə- :  **juxtaposition**.

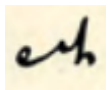
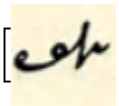
eks-, iks- : **excel**, **excellent**, **excite**; **eccentric**,  **explode**, **extreme**,  **extraordinary**.

əb-, əd-, əg-, ək- : **(to) ab'sent** [**áb sent**][85], **obtain**, **abuse**, **(to) abuse**; **(to) object** (v.) [**object** (n)]; **admire**; **acknowledge**, **agnostic**. *abr-, abl-* may often be written *br, bl*, as in  **obliterate**, **oblige**. These prefixes may sometimes be dropped entirely, as in **advantage**, **adversity** [ **adversary**].

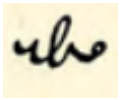
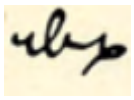
hetaro- :

heterodox.

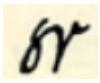
houmo- :  **homogeneous**.

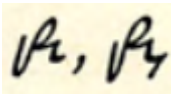
houmio- :  **homeopathic** [ **homeopathy**]

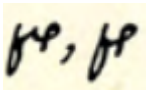
in-, im- : **intend**, **impress**, **enquire**, **inhabit**, **inferior**. May sometimes be lowered before low vowels: **inundate**, **enhance**.

intə- intrə- :  **interfere**,  **interference**, **introduce**.

kauntə- : **counterfeit**.

kætə-, kæti- :  **category**, **catalogue**.

kon, kom-, kən-, kəm- which before a vowel generally stands for **comm-** , as in **commit**, **common**, the easier *k-n* being generally written in full, as in **connote**. Before a consonant, must[86] generally be detached, as in **contend**, unless the initial stem-consonant is dropped, as in **conduce**, **compulsory**. Before *f, v* it can be joined to the rising forms of these letters:  **confine, -d**, **confound**; **convert**, **convince**. by itself = **can**. = *k-ns* being extended to the rare *k-nsh* :

consent,  **consist**, **conciliate**;

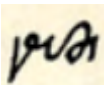
conscious, **conscience**. (= *k-nr, k-mr*)

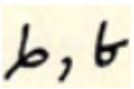
necessarily implies a consonant before the *r* :

contract, **contrary**, **compromise**,

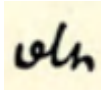
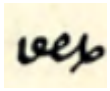
comprise. So also : **complex**, **complicate**,

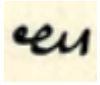
complete.

kontrə- :  **controvert**.

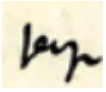
mis-  : **mistake**, **mistaken**,

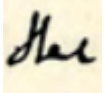
mistook.

non- :  **non-metallic**,  **nonsense**.

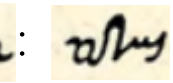
ob- : **obvious**,  **obstinate**; **object**.

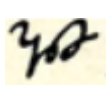
omni- : **omnivorous**, **omnipotent**.

poli- :  **polyglot**.

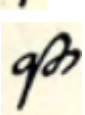
pust- :  **postpone**.

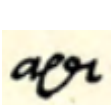
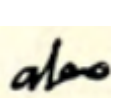
priitə- : **preternatural**.

retri-, retro- :  **retribution**, **retrograde**[87].

rii- :  **re-cover**, **recover**, **reiterate**.

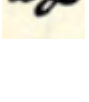
sab-. səb- : **suburb**, **subordinate**, **substance**, **subscribe**. = **subject**.

səəkəm- :  **circumvent**, **circumstance**. **circumscribe**.

sint-, sin- :  **St. John**,  **St. Paul's**. = **saint**.

syuupə- : **superfluous**, **superstitious**.

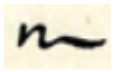
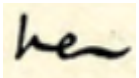
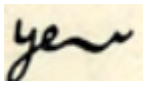
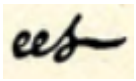
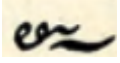
træns, trænz- : **transit**, **transition**, **translate**.

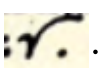
yuuni- : **universe**,  **universal**,

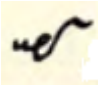
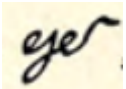
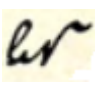
uniform.

2.8 Endings

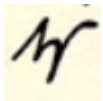
The distinction between strong and weak is more important in the endings than in the prefixes. The following are the *weak endings*, including a few strong endings (marked †) formed from them : —

-bl, †-biliti: .  **terrible**,  **peaceable**;  **inaccessibility**. The low level need not be strictly kept in such words as  **susceptible**. But it's better to make a break in such words as  **soluble**[88].

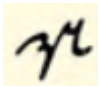
-dəm :  . **freedom**, **wisdom**.

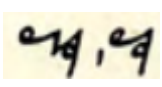
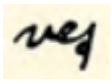
-fl : .  **useful**,  **successful**,  **frightful**.

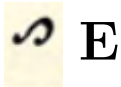
-græf : . **autograph**, **photograph**, **telegraph**, **telegraphs**, **telegraphed**, **telegraphing**.

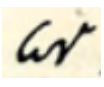
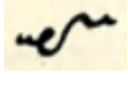
-græm : .  **epigram**, **telegram**.

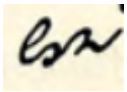
-hud : . **neighbourhood**, **falsehood**.

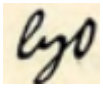
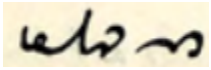
-izm : .  **egotism**, **egoism**, **truism**.

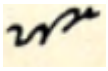
-kræt : .  **autocrat**,  **aristocrat**.

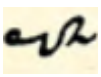
-lənd : . **island**, **Ireland**,  **England**, **Scotland**. **islands**, **islander**, **islanders**.

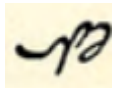
-li : .  **widely**, **narrowly**, **truly**, **nearly**. After raised characters, this ending should strictly be detached, but in practice it may often be joined on, as in  **usefully**. It may often be

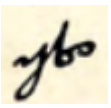
shortened to a stroke : **generally**,  **fundamentally**. = **accordingly**. Cross-loops are barbed to show this ending: **mostly**, **falsely** [**most**, **false**]

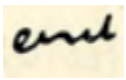
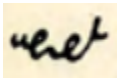
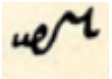
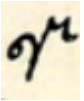
-mən : , which is assumed to be a closed up *m*:  **fisherman**, **-men**, **clergyman**, **Englishman**, **Englishman's**, **-men's**. : **gentleman**. Must not be confused with *mæn*, as in  **no man's land**[89].

-mænt, †-mæntri **ornament**, **settlement**, **instrument**;  **rudimentary**.

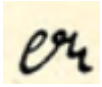
†-mentl, †-mentaliti :  **ornamental**, **instrumental**, **instrumentality**. The last two words may be lowered. , .

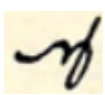
†-mentætiv : .  **argumentative**.

-minstə : .  **Axminster**, **Westminster**.

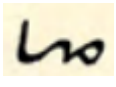
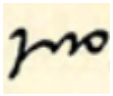
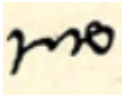
-nis : . **redness**,  **silliness**, **fullness**,  **uselessness**,  **usefulness**,  **ugliness**.

-səm : . **tiresome**, **handsome**.

-sən : .  **Johnson**, **Morrison**.

-ship : .  **hardship**, **friendship**.

-sk-p : . **landscape**, **telescope**.

-stən : .  **Maidstone**,  , 

Gladstone, **-'s**.

-stid : . , **worsted**, **-s**, **Hempsted**,

Hampsted.

-taip : . , **stereotype**, **prototype**.

-tən : . **Milton**, **Middleton** [**middle**]

-weiz : . **lengthways**. **-wise** is expressed by unraised : **lengthwise**[90].

-wəd,-wədz: , the *z* being often dropped. ,

inward, **-s**, **onward**, **forward(s)**.

We now come to the *strong endings*. These fall under four heads:

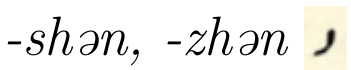
1) *-shən, - shəs* preceded by strong vowels, as in **cau-tion**, **cau-tious**

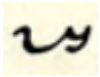
2)*-iti* preceded by strong vowels, as in **ferocity**

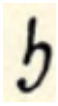
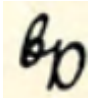
3) three-syllable endings beginning with strong *æ, o* and ending in weak *i,a*, such as **di-ameter**, **phil-osophy**, many of those in *i* forming derivatives in **-er**, **-ist**, such as **philosopher**, **philologist**

4) derivatives, partly of these last, partly of the weak

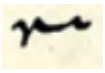
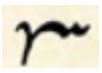
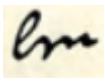
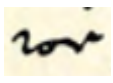
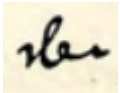
-gram, -crat, -scope, ending in *k, kl* preceded by strong (e, æ, o), as in **microscopic**.

-shən, -zhən  ; *-pshən, -mshən* ; *-kshən, -ngshən* ; -nshən . The short character is assumed to be a back-turned *n*, which is written high to imply preceding lip-consonants, low to imply preceding back-consonants, the tall form being used for *nshən*, on the analogy of *nsh*. When convenient, the back-stroke is grafted on to a preceding up-stroke. Examples: , , **nation**, **-s**, **-al**, **division**, **revulsion**; **option**, **deception**, **exemption**; **auction**, **dissection**, **junction**; **mention**, **dissension**. may be used for *stshən*, and also for *tshən, dzhən* when this can be done without causing confusion: **question**,

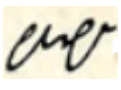
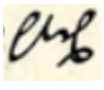
exhaustion;  **religion**. The short may be raised to show contraction of the stem: **definition**. These endings may be used for the like-sounding -ian: **elysian**, **elision**, **Egyptian**.

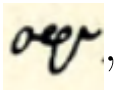
-shəs, -zhəs, -dzhəs ; *-pshəs -mshəs*  ; *-kshəs, -ngshəs* ; *-nshəs* . This character is regarded as an unfinished *sh*. Examples: **precious**, **nauseous**, **religious**; **captious**, **bumptious**;  **fractious**, **anxious**; **pretentious**. *-li* is added thus: **cautiously**, **anxiously**. The otherwise superfluous notched forms may be utilized to add *-nis*: **cautiousness**, **pretentiousness**.

-iti. These words are contracted by joining the final *i* directly onto the preceding strong vowel, intervening

consonants being disregarded:  **deity**,  **gaiety**;  **fidelity**,  **rarity**,  **deformity**[92], **purity**. As weak *i* is really intermediate in sound between *i* and *e* the latter is written for convenience after *i* and may be written after *o* also to prevent confusion with the diphthong *oi*: **fixity**, **festivity**, **atrocity**.

Class 3 words are uniformly contracted by writing the strong vowel + a characteristic consonant + the final vowel, *st* being generally added by cross-looping the consonant: —

-ælədzhi,-ist : , .  ,  **genealogy**, **-ist**, **analogy**.

-olodzhi,-ə,-ist : , , .  , **theology**,

-ist, philologer.

-opəthi, -ist : , . , homeopathy, **-ist**.

-okrəsi : . aristocracy.

-igrafi : . epigraphy.

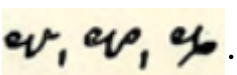
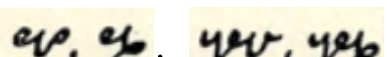
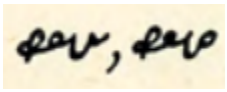
-ografi, -ə: , . biography, geography, photographer. Written with *f* instead of the more distinctive *g* to avoid change of direction[93].

-osəfi,-ə,-ist : . philosophy, **-er**, theosophist, **-s**.

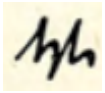
-ænthrəpi,-ist : . philanthropy, **-ist**, misanthropy. *-æmitə* : . diameter, hexameter.

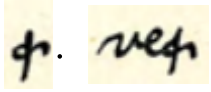
-omitri,-omitə : , . geometry,

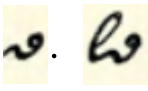
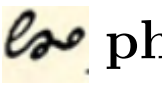
thermometer.

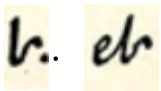
-onəmi,-ə,-ist :  .  **economy**, **-ist**,  **astronomy**, **-er**.

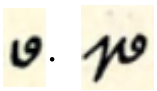
Class 4 words are written like other **-ic**, **-ical** words:

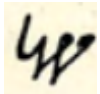
-gramætik[l] : .  epigrammatic.

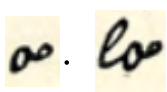
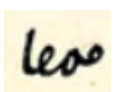
-krætik :  **aristocratic**, **democratic**.

-lodzkik[l]:  **philological**,  **physiological**.

-metric[l]:  **symmetrical**, **geometrical**.

-nomik[l]:  **economic(al)**, **astronomical**.

-skopik: .  **microscopic**.

-thropik[l]:  **philanthropic(al)**,  **misanthropical**. *-zofik[l]*: . **philosophic(al)**

[Continued after this by J.R. Sampson[94]:]

2.9 Signs

The best signs consist of isolated consonants, such as **up**, and short vowels, such as **any**. Some signs are formed by crowding in order to avoid the less convenient vowels, as in **took**, **first**, and to add inflections, as in **coming**. Up-hook followed by down-hook consonants are made into signs by grafting, as in **regular**.

Raising a consonant implies *i*, sometimes *ii, uu*: **it**, **in**, **still**, **this**, **these**, **soon**. Similarly, = **here**. Raising a vowel generally implies a lip consonant: **been**, **ever**. So also *m* is implied in **seldom**.

Low flat *l* after a vowel implies contraction: **unless**, **capital**, **double**. The shortened

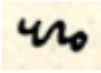
stroke is used as a means of contraction: **at**, **us**, **up**, **them**, **by**, **ago**, **she**.

Final high mid short curve is extensively employed in contractions of words ending in weak *i*: **twenty**, **Tuesday**, **many**, **yesterday**. Also in derivatives, especially[95] from signs, where it also expresses **-ity**, and **-ry**, the latter being distinguished if necessary, by lengthening the stroke before the *i*: **difficulty**, **adequacy**, **possibility**, from **difficult**, **adequate**, **possible**, **dignity**, **dignitary**, **directory**, from **direct**. Final only occasionally stands for strong *i*: **give**, **begin**, **which**. Final schwa is written in full to imply contraction of words ending in that sound:

either, **neither**, **together**, **rather**. Also to form derivatives from signs: **director**, **manufacturer** from **direct**, **manufacture**.

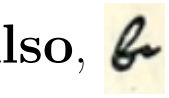
Final *o* stands sometimes for weak, sometimes for strong *o*: **tomorrow**, **virtuoso** from **virtue**; **what**.

The other final short vowels are used in signs to imply a variety of consonants: **very**, **man**, **come**.

They are often used to imply *pt, kt*, especially in stems preceded by prefixes: **act**, **instruct**, **abrupt**,  **interrupt**.

Some signs are formed by adding vowels to a[96] short stroke, standing for any vowel: **eighty**, **our**, **hour**.

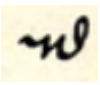
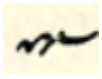
Schwa is prefixed to signs beginning with *l* by lengthening it: **along**, **a long** **alone** from **long** **lone**. Full schwa is written in **around** from **round**.

In signs, the loop added to *n* etc. is used to express *s* as well as *z*, as in **also**,  **falsity**. In **false** the cross loop must be written, because equals **fours**. But whenever possible *s* is added by the short loop, so that the cross loop can be used to imply *st*, which is sometimes expressed by the short loop as well: **most**, **least**.

All signs formed from straight stem characters add *s, z* by means of the back hook, to prevent confusion with **twice** etc.: **buts**, **two's**.

st is often lowered after *l*, especially in the superlative

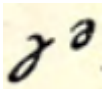
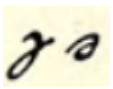
or when adverbial: **full**, **fuller**, **fullest**, **while**, **whilst**. Lowering is not necessary in such words as **naturalist**. The notched double hook may be written when convenient: **surest**.

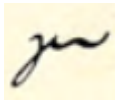
The addition of such endings as **-tion**, **-ive**[97], **-fy**, **-istic** generally offers no difficulties, as in **alteration**, **abstraction** from **alter**, **abstract**, **constructive**,  **alternative** from **construct**, **alternative**, **simplify** from **simple**, **materialistic** from **material**. The addition of other endings is shown in such words as  **absentee**, **chieftain** from **absent**, **chief**. Sometimes such additions require or suggest shortening of the stem, as in **creation** from **create**,

comprehension, **comprehensive** from **comprehend**. So also from you can easily form **absence**.

The list starting at p. 95 of this edition gives the best forms of contraction — the shortest and at the same time the most distinctive — of the most frequent words whose contraction seems likely to offer any difficulty or cause hesitation, or whenever there is danger of the beginner framing a contraction that might lead to ambiguity. The most important words are marked with asterisks. Derivatives and other forms are not generally given when their formation from the headed word offers no difficulty[111].

2.10 Verbs

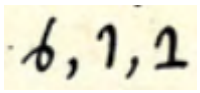
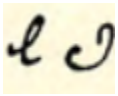
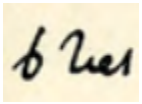
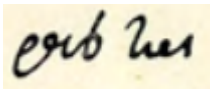
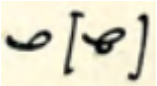
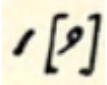
The verb signs are so framed as to join on easily, especially to preceding pronouns. The contractions are based on the shortest colloquial forms, one definite form always being written; thus **I will not, I won't, I'll not** are all written . When two forms are confounded in speech, they are not[112] distinguished in writing; thus **she is** and **she has** are both written . But such forms can always be kept distinct when desirable, thus  , 

The pronouns are regularly joined to the verbs when they precede them, and often when they follow them, as in **I will**, **should he**. Joined **she** is sometimes to be written with its full vowel, as in 

she will compared with **she shall**. **we** keeps and drops its vowel in the same way, as in **we will**, **we shall**. **they** often shortens its stroke: **they are**, **they have**.

not is generally added in its shortened form **n't**: **has not**, **is not**, **will not**, **may not**, **we are not**, **you are not**, **I shall not**, **did not**, **we were not**. [**we were**]. After some rising forms and up strokes it is expressed by (o), to avoid a change of direction: **we have not**, **I was not** [**I was**]; **are not**, **am not**, **cannot**. Note **he is not, he has not** [**he is, he has**]. The verb forms will now be given in detail, **not**-forms being added in brackets whenever they

seem[113] to offer any difficulty.

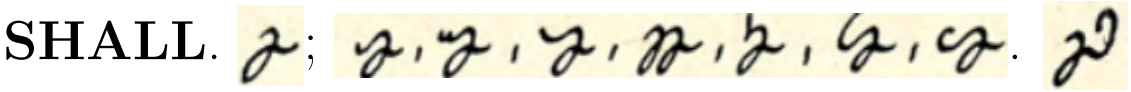
BE:  . The last two only when joined to a preceding word, the choice between them depending partly on convenience, partly on distinctiveness. Thus we write **if I be**, **it be**, **I will be** etc., but  **if they be** **I would be**, **I shall be** etc. When these two are inadmissible, the loop riser is used, and is joined on to the preceding word when convenient, the joint-stroke not counting as a vowel:  **be quiet!**,  **John, be quiet!** [ ] **am**, **is**. Weak **is** and **has** are pronounced like the **S** of **man's**, **gives** etc. and may be written accordingly: **John is, John has**; **it is, it has**,  **he is**, **she is, she has**.  **are**; **we are**, **you**

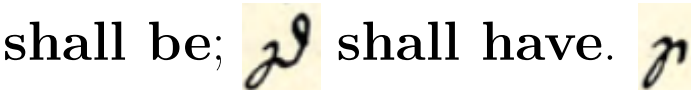
are, **they are**; **are you**, **are we**. **was**; **John was**, **it was** et cetera. [, when special distinctiveness is necessary]. **were**; **we were** etc.; **were you**. **being** **been**; often joined to what precedes: **I have been**, **I shall have been**. **to be**.

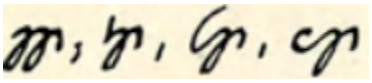
HAVE. , ; **I have**, **we have**[114], **I shall have**; **you have**. **has**; **he has**, **she has**, **it has**, **John has** etc. **had**; **I had**, **you had**, **he had**, **she had**, **it had**, **we had**, **they had**. **having**. **to have**.

WILL ; . **will be**; **I will be** etc. **would**; **I would**, **you**

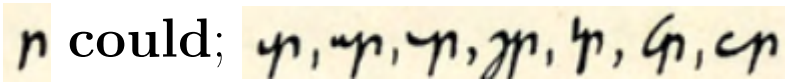
would etc. like **I had** etc.

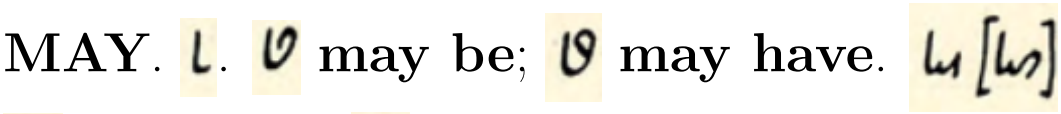
SHALL. ; . 

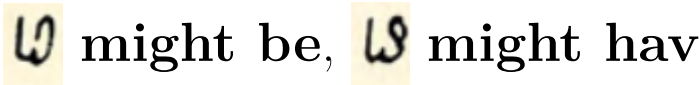
shall be; **shall have**.  **should**; ,

 .

CAN. ; must generally be detached: etc.

 could;  .

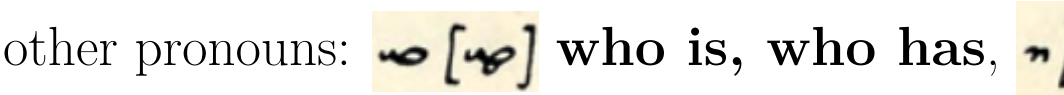
MAY. . **may be**; **may have**.  **might**;

 might be,  **might have**.

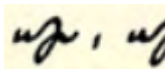
MUST. . **must be**; **must have**.

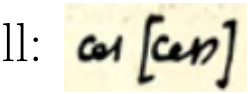
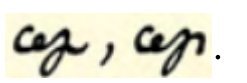
DO. ; must be detached; etc. **dost**,

 doth **does**. **did**. **doing**. **done**.

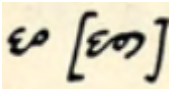
WHO is joined to these verbs in the same way as the other pronouns:  **who is, who has**,

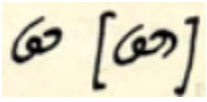
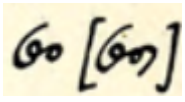
who are, **who have**. The other combinations are[115] analogous to those with **you**:

who had, who would  .

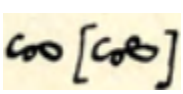
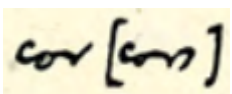
THOU is always written in full:  **thou art**, **thou hast**, **thou hadst, thou wouldst**, **thou wilt** [**the owl**]  .

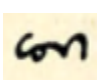
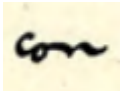
that, **what**, **there**, **where** are generally joined on:—

that is, that has, [**that is not, that has not**]. So also **this is, this has**, **this is not, this has not.**  **that are** , **that have**, **that be**, **that had, that would**, **that will**, **that shall**, **that should**, **that was**, **that were**. So also **this will**.

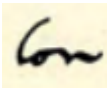
 **what is, what has.**  **what are.** **what had, what would.** **what will.**

what have. **what be.** ; .

 **there is, there has.**  **there are.**

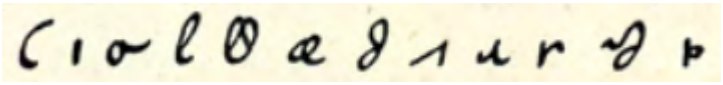
 **there had, there would.**  **there will.**

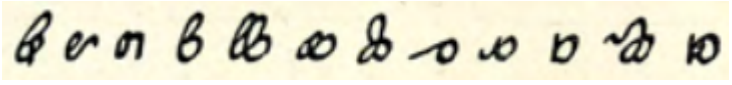
So also **where is, where has,** **where have,**

where be,  **where will** etc.[116]

2.11 Numerals

The numerals up to 12 are as follows:

Cardinal. 

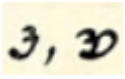
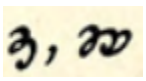
Ordinal. 

13 to 19 end in *n*: **13**, **14**, **15**, **16**,

17, **18**, **19**, whence are formed **13th** etc.

20-90 end in *i*: **20**, **30**, **40**, **50**, **60**,

70, **80**, **90**, whence **20th** etc.

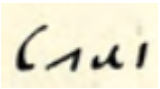
The high numbers are  **hundred, hundredth**  **thousand, thousandth** **million, millionth** **billion**

200 etc. are expressed by adding lowered *nd* – which is grafted in **400** to prevent confusion with "fund" – *nd* on the line when there is no fear of confusion: **100**, **200**, **300**, **400**, **500**, **600**, **700**, **800**, **900**, **ten hundred**, **eleven hundred**, **twelve hundred**, **thirteen hundred** etc.

Thousand is added in the form of *z* in the same way: **1000**, **2000**, **3000**, **4000**, **5000**, **6000**, **7000**, **8000**, **9000**, **ten thousand**, **eleven thousand**, **twelve thousand**, etc.[117].

etc., , etc.

The above numerals are especially useful for reporting, or writing from dictation, because they enable the writer to take down each element of a long number step-by-step as he hears it.

For ordinary purposes combinations of numerals may be expressed by the Arabic numerals with the help of **nothing** to serve as zero. **10**,  **1892**.

But the Arabic numerals may also be used in combinations. When isolated, **one** should be written 1, not simply as a vertical stroke, and **three** should be written 3 with a tick, to prevent confusion with **two** and **hundred**; but it is better to use the shorthand numerals in such cases.

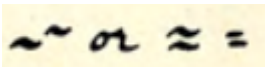
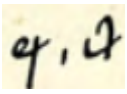
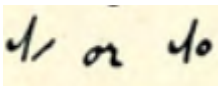
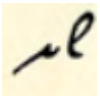
2.12 Other sign groups

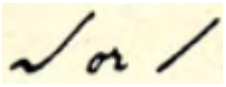
The days of the week are: **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, **Saturday**, **Sunday**.

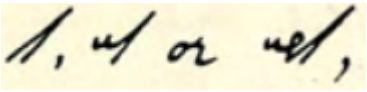
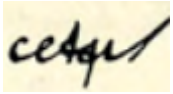
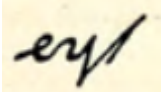
The months are **January**, **February**, **March**, **April**, **May**, **June**, **July**, **August**, **September**, **October**, **November**. (**December**[118])

2.13 Free Contraction

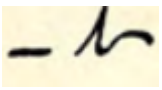
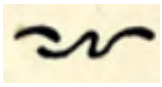
In free contraction the most accurate way of indicating single words is to write the initial and final sounds or sound groups detached and close together, inflections being added separately; thus stands for any word

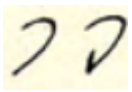
beginning with *v* and ending in *t*, such as **velvet** or **vulcanite**, **velvety** etc., **artichokes**, **mahogany**, **stalactite**,  **Laurel**, **illiterate**, **traveller** etc. Final consonants may be written across a preceding lengthened up-loop when convenient e.g.  etc. Vowels may be written with their adjoining consonants, especially initial weak vowels:  **ipecacuanha**, **appurtenance**. Initial *h* may be written in two ways: or  **hieroglyph**. Initial upstroke characters may be written with the backstroke , . Limbs may be detached: **subtropical**, **transubstantiation**. The high stroke stands for any word. It is, of course, used only when the word is clear from[119] the context, or, in dictation or reporting, when a word has not been

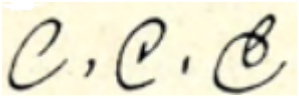
distinctly heard. Words may be defined more exactly by adding their initial sounds. Thus  equals **laudanum** etc.

The double high-stroke stands for any word group. It is made more definite by prefixing the initial character of the group, or of each word in it, running them all together, subordinate words, such as **the**, **of**, being generally omitted, especially when medial; thus **United States** may be expressed by  and  may stand for **The Society for the Promotion of Christian Knowledge**. If a medial word begins with a weak vowel, the next consonant must be written instead, as in  **Associate of the Royal Academy**. Other difficulties may be avoided in the same way, that is, by writing the most convenient

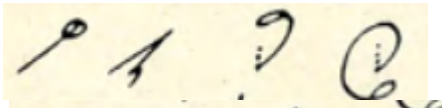
sound in a word whether the sound is initial or not.

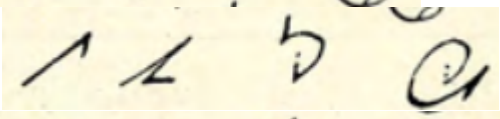
Such contractions as **M.A.** may be written as commonly pronounced –  (em ei),  = **A.R.A.**[120].

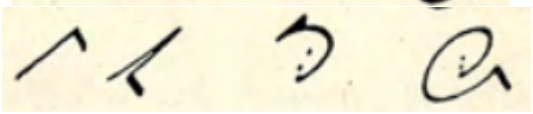
The repetition of a word is indicated by the backstroke, either with or without an initial character, the stroke being carried over the character if written:  . The stroke may be carried through a high character: .

The backstroke is carried right round to show the repetition of a word group:  . Of course, when these marks are used, and should be used only for words and groups which occur for the first time or after some interval.

Inflections are added thus:

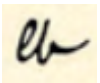
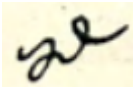
-s,-z: 

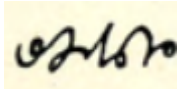
-t,-d: 

-ing:  .

For ordinary purposes it is, perhaps, most convenient to use the high-stroke only.

2.14 Word joining.

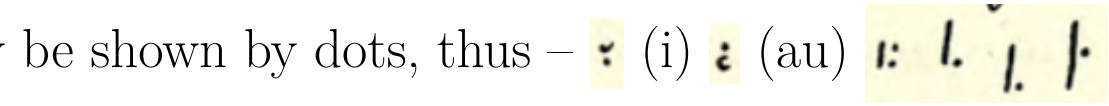
Current shorthand offers unlimited facilities for joining words together. Not only **the** and **a** but many other subordinate words may be joined on: **I see**, **to see**,  **for me**. In[121] the section on verb-contractions we have seen that verb-forms may be freely joined, so that we can have groups of four words, such as  **I shall have been**. Other signs and uncontracted words

may be joined together: **not very**,  **not very much better**. Such joinings make the writing quicker and more compact without causing any indistinctness, and after a little practice will be carried out almost unconsciously, and practice will soon teach the writer to avoid joints that lead to ambiguity.

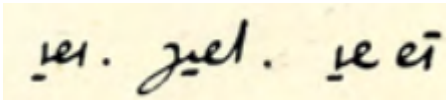
2.15 Marks.

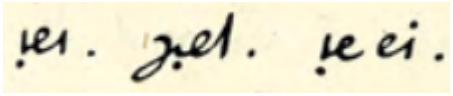
The alphabet of current shorthand has been so devised as to avoid clashing with the ordinary marks of punctuation, except that it is often advisable to notch the hyphen ( ) so as to make it more distinct from **and**.

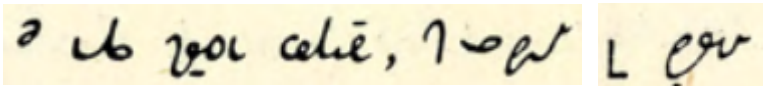
When a character is written in the margin or between

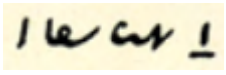
the lines, its position with regard to the line[122] of writing may be shown by dots, thus –  When a detached, isolated character is distinctly long, it is assumed to be high unless marked low or tall.

When orthographic and phonetic shorthand are both used, the beginning of an orthographic word of passage may be marked with a short flat stroke, the beginning of a phonetic spelling by a dot, these marks being put under the first character, or, if more convenient, under the first vowel or short consonant, the end of the passage being shown by repeating the mark over one of the last characters; thus

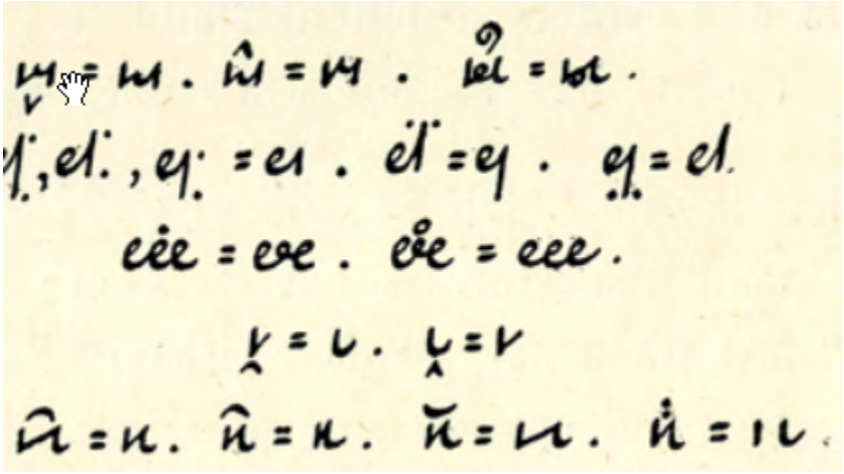
orthographic:  .

phonetic:  .

Thus we might write  **his name is John Thomas, but is generally called Johnny**. So also we can distinguish between detached **a** and **ai**.

When a character that is used as a word or sign is meant to be taken as a single letter or sound[123], it must be underlined or dotted as in  **to know the letter T**. So also by underlining a whole word such as we imply that it is to be read literally as *tein* = ta'en, not as the sign "taken".

The following examples will show how mistakes or want of distinctness in the size, projection, and shape of characters and joints may be most easily corrected: —



[Specimens – see pages 124–137 of original manual]

3 LIST OF CONTRACTIONS

See P.77 of this document for explanation.

A

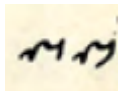
ability

about*

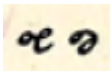
above*

absent

absent (to)

absolute, absolution 

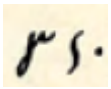
abstract

abuse 

accordingly

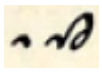
according to

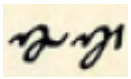
account

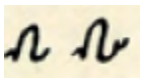
accurate, accuracy 

acknowledge

across

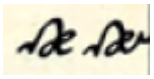
act, active 

actual, actuate 

adequate, adequacy 

advantage

advantageous

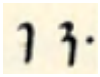
adverse, adversary 

adversity

after*

afternoon

afterwards

again*, against 

ago*

a good deal

a great deal

agriculture

all*

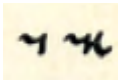
almost

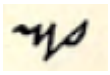
alone

along

already*

also

alter, alternate 

altercation 

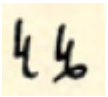
although*

altogether

always*

ambiguous

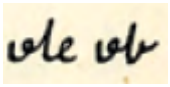
America, American

among*, amongst 

an

ancient

and*

anomalous, anomaly 

another

answer

anxiety

anxious

any*

anybody

anyhow

anyone

any other

anything

anywhere

apologise

a posteriori

apparent

appearance

appoint

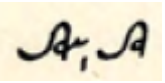
apprehend

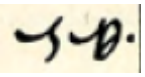
appropriate

approve

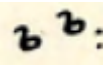
April

a priori

arbitrary, arbitrate 

architect, architecture 

are*

arise, arisen 

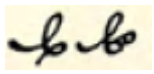
arithmetic

arose

around*

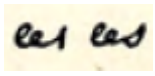
article

articulate

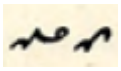
artifice, artificer 

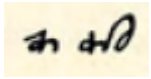
artificial

assimilate

associate, association 

at*

atmosphere, atmospheric 

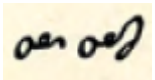
attract, attractive 

attribute

August

Australia

Australasia

authority, authoritative 

authorise

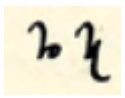
back*

be

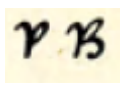
beauty

became

because*

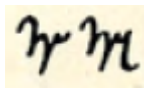
become, becoming 

been*

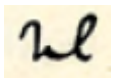
before, beforehand 

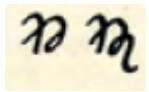
being*

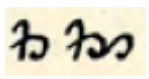
began

begin, beginning 

begun

behalf 

behave, behaviour 

behind*, behindhand 

below*

beneath

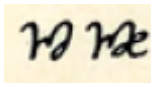
benefactor

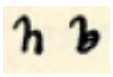
benefice

beneficent

beneficial

benefit

benevolent, benevolence 

beside*, besides 

best

better

between*

beyond

body

book

both ܒ

bring, bringing ܐܝܬ

broke, broken ܒܪ ܒܪܝ

brother ܐܚ

brought ܐ

business ܥ

but* ܐ

by ܒ

calamity, calamitous ܡܫ ܡܫܝ

called ܩ.

calumniate, calumnious ܦܠ ܦܠܝ

calumny ܦܠ

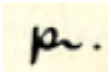
came ܐ.

can ܝ.

carry, carrier ܢ ܢ.

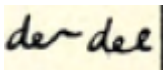
capital

catastrophe

Catholic 

cause

century

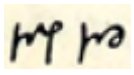
ceremonial, ceremonious 

ceremony

certain

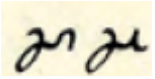
chance

character

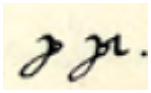
characteristic, characterize 

charge

chief

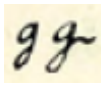
child, children 

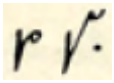
choose

chose, chosen 

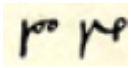
Christian

Christmas

circumstance, circumstantial 

clear, clearly 

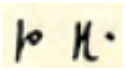
clearance

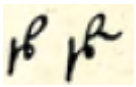
clearer, clearest 

clock

combination

combine

come, coming 

comfort, comfortable 

commodious

commodity

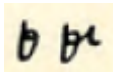
common

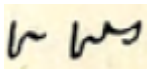
communicate

community

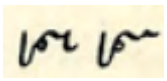
companion

company

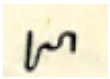
compare, comparison 

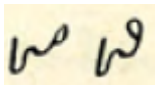
complete, completion 

comprehend

compulsion, compulsory 

concentrate

conclude 

conclusion, conclusive 

condescend

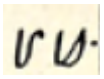
conduce

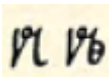
conduct

conduct (to)

congenial

congratulate

connect, connection 

conquer, conqueror 

conquest

consequence

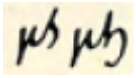
consider

constant, constancy

constitute

construct

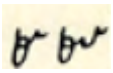
contemporary

contempt, contemptuous 

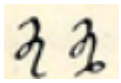
continue

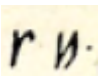
contract

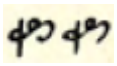
contradict, contradiction

contrary, contrariety 

contribute

convenient, convenience 

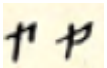
correct, correction 

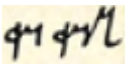
correspond, correspondent 

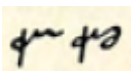
contemporary

count

country

create, creation 

critic, criticism 

critical, criticise 

critique

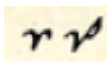
cross

cruel

curious

December

deficient

definite, definition 

degenerate

deliberate

demonstrate

depend

dependant, dependent

describe

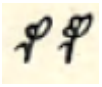
destitute

determine

develop

did

different, differently

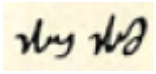
difference, differences 

difficult

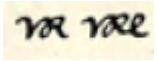
dignity

dilettante

diminish

diminution, diminutive 

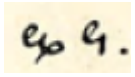
direct

disaster, disastrous 

discipline

dissimilar

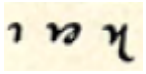
dissimulate

distance, distant 

distinct

distinguish

distribute

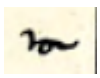
do, does, doing 

Dr

done, dun

dost, dust

doth

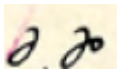
double 

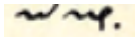
down*

driven

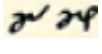
during*

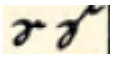
duty

each*, each other 

earlier, earliest 

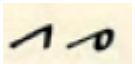
early

easier, easiest 

easy, easily 

ecclesiastic

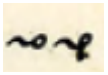
efficient

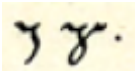
eight, eighth 

eighteen

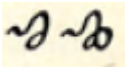
eighty

either*

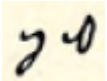
elder, eldest 

electric, electricity 

element

eleven, eleventh 

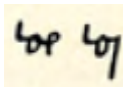
England

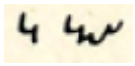
English, Englishman 

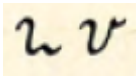
enough*

enterprise

enthusiasm

enthusiast, enthusiastic 

entire, entirety 

equal, equally 

equality

equivalent

especial

Esq

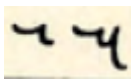
essential

establish

et cetera*

eternal

Europe

even*, evening 

ever

every

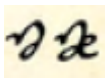
everybody

everyone

every other

everything

everywhere

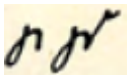
evident, evidence 

evil

exact

examine

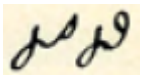
example

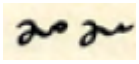
exceed, exceedingly 

except

exchange

exclude

exclusion, exclusive 

exemplar, exemplary 

exempt

exist

expect

experience

experiment

explain

exquisite

extemporary

extempore

exterior

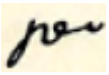
external

extinct

extinguish

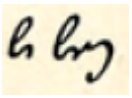
extra*

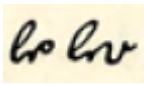
extract

extraordinary 

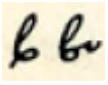
extravagant

extreme

fact, factitious 

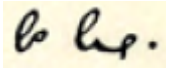
factor, factory 

faculty

false, falsity 

familiar

family

farther, farthest 

farthing

father

February

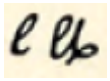
fifteen

fifth

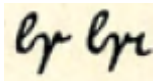
fifty

first

five

for, fore, foremost 

forgave

forgive, forgiven 

forth, fourth

foot

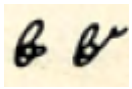
fortnight

forty

four

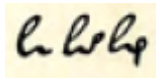
fourteen

frequency

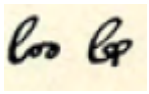
frequent, frequently 

Friday

from

full, fuller, fullest 

fully

further, furthest 

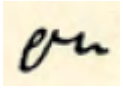
future

gave

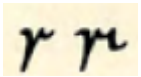
general

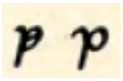
generate

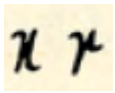
generous

genial 

genius

give, given 

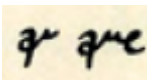
goes, goeth 

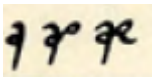
going, gone 

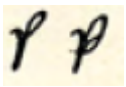
good

gradual

graduate

gratuity, gratuitous 

great, greater, greatest 

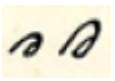
grief, grieve 

had*

handkerchief

happy

hardly

has, have* 

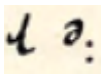
having

he*

held

her

here*

him*, his 

hither

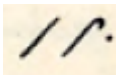
hold

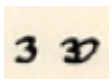
hole

holy

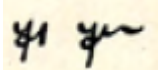
horizontal

hour*

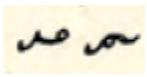
how, however 

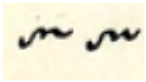
hundred*, hundredth 

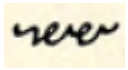
hypocrisy

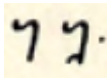
hypocrite, hypocritical 

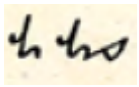
hypothesis

idea, ideal 

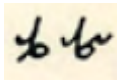
identical, identity 

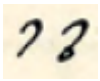
idiosyncrasy 

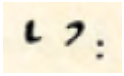
ignorant, ignorance 

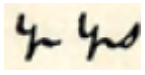
imagine, imagination 

immediate

immense, immensity 

important, importance 

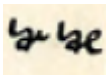
in*, into 

include, inclusion 

indeed

independent

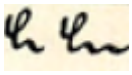
individual

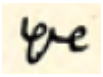
industry, industrious 

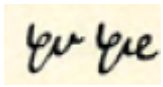
inferior

infinite

infinitesimal

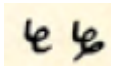
influence, influential 

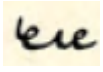
ingenious 

ingenuity, ingenuous 

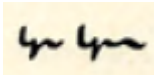
inscribe

inside

instant, instance 

instantaneous 

Institute

intellect, intellectual 

interest

interior

intermediate

internal

irregular

is*

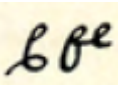
it*

January

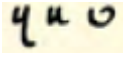
July

June

Jr

just, justice 

knowledge

knowing, known, knows 

large

last

latest

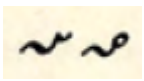
latter

least

length

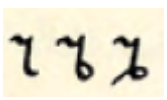
like

literal

literary, literature 

little

lone

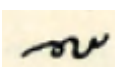
long, longer, longest 

look

loose

lays

luxurious

luxury 

machine

made

man

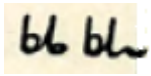
manufacture

manuscript

many

March, march

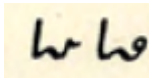
material

mathematics, mathematical 

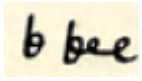
May, may

meaning

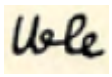
meanwhile

melancholy, melancholic 

merely

merit, meritorious 

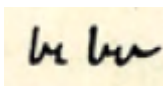
metamorphose

metamorphosis 

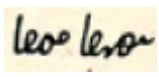
metropolis

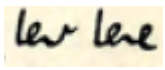
middle

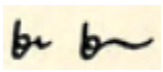
million

minute, minutiae 

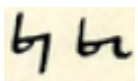
misanthrope

misanthropy, misanthropic 

miscellany, miscellaneous 

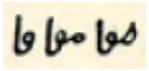
misery, miserable 

miss

mistake, mistaken 

mistook

mistress

moderate, moderator, moderation 

modern

modify

Monday

month

moral

morning, mourning

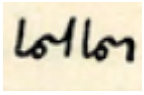
mother

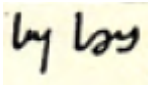
move

Mr

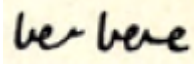
Mrs

much*

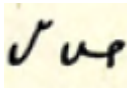
multiple, multitude 

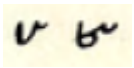
music, musician 

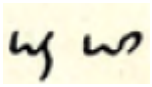
mutual

mystery, mysterious 

natural

nearly, nearest 

necessary, necessity 

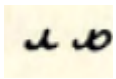
neglect, negligent 

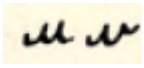
neither*

never

nevertheless*

next

nine, ninth 

nineteen, ninety 

nobody

not*

not only

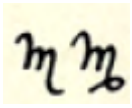
nothing

notwithstanding*

November

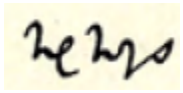
nowhere

number

obedient, obedience 

object

object (to)

oblige, obligation 

observe

obvious

o'clock

October

of*

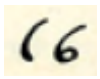
off

often*, orphan

old

on

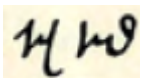
once*

one*, one's, ones 

one another

only

open

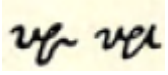
opinion, opinionative 

opportune

or*

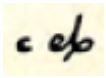
ordinary

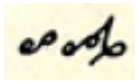
origin

original, originate 

other*, otherwise

our*

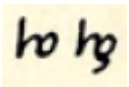
out*, outmost 

outer, outermost 

outside

over*

parallel

parenthesis, parentheses 

partial

particle

particular

partly

past, passed

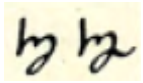
peculiar

pecuniary

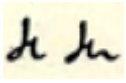
perfect

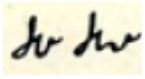
perhaps*

perpendicular

perpetuate, perpetual 

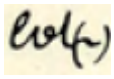
perpetuity

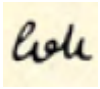
person, personal 

personally, personality 

personnel

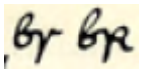
persuade

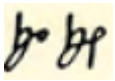
phenomena, phenomenal 

phenomenon 

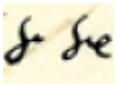
philanthropic

philanthropy, philanthropist

physiognomy, physiognomist 

picture, picturesque 

pleasant

plenty, plenteous 

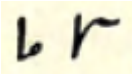
plural

point

populace, populous

popular

possible

power, powerful 

practical

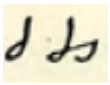
practice, practise

prejudice

preliminary

premature

presence

present, presentation 

present (to)

pretty

previous

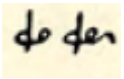
principal, principle

privilege

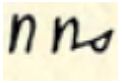
probable

problem

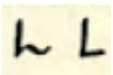
proof

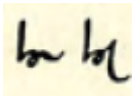
proper, properly 

prove

public, publication 

publish

pull, pulled 

punctual, punctuate 

push

put, putting

qualify

quality

quantity

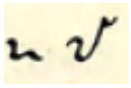
quarter

quite*

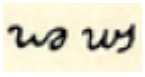
ran

rather*

ready

real, really 

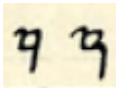
reason

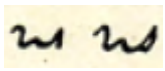
recognise, recognition 

recommend

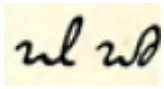
reduce

regenerate

regular, regulate 

relate, relation 

relative

relief, relieve 

remark

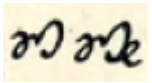
remonstrate

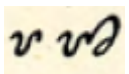
remove

reproof

reprove

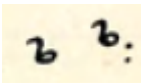
republic

resemble, resemblance 

respect, respective 

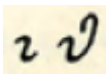
result

reward

rise, risen 

room

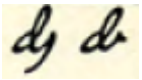
raise

round*, roundabout 

run

said

sat

satisfaction, satisfactory 

satisfy

Saturday

says

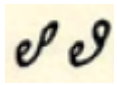
scanty

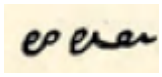
School

scientific

second

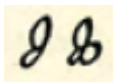
seldom*

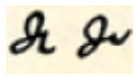
self*, selves* 

senior, seniority 

separate

September

seven, seventh 

seventeen, seventy 

several

shall

she*

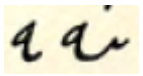
shook

shoot

short

should

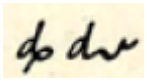
side

similar, similarity 

simile

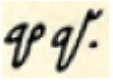
simple

simulate

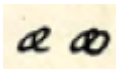
simultaneous, simultaneity 

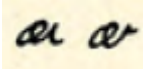
since

single

singular, singularly 

singularity

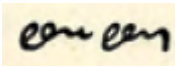
six, sixth 

sixteen, sixty 

slight

small

so

solitary, solitude 

some*, sum

somebody

somehow

someone

some other

something

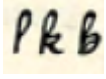
sometimes

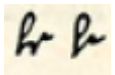
somewhat

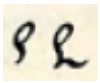
somewhere

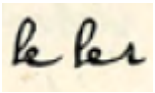
soon*

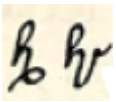
speak

special, specialist, specialise 

speciality, specialty 

spirit, spiritual 

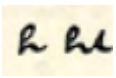
spoke, spoken 

spontaneous, spontaneity 

square

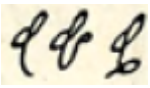
stand

still*

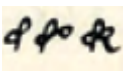
stole, stolen 

stood

story

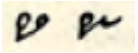
strange, stranger, strangest 

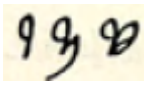
strength

strong, stronger, strongest 

structure

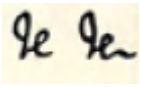
student, studious

studio, study 

subject, subjection, subjective 

subordinate

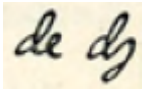
subscribe

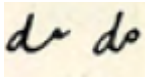
substance, substantial 

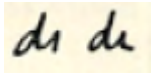
substitute

such*

sudden

suffice, sufficient 

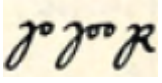
summary, summer 

summit, summon 

Sunday

superannuate

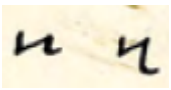
superior

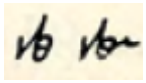
sure, surer, surest 

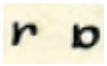
surety

surround

sympathy

taken, taking 

temper, temporary 

ten, tenth 

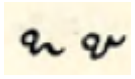
than*

that*

the*

them*

thence

theoretical, theory 

thereby

therefore*

thereon

thereupon

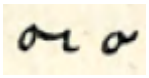
the same

these*

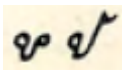
thing

think

third

thirteen, thirty 

this*

thorough, thoroughly 

those*

thought

thousand

three*

thrice

through, throughout

Thursday

till*

time

to, too

together*

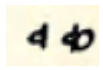
told

tomorrow

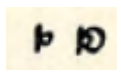
took

towards*

tremendous

true, truth 

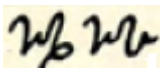
Tuesday

twelve, twelfth 

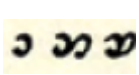
twenty

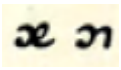
twice

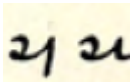
two

ubiquitous, ubiquity 

ulterior

under*, underhand, underneath 

understand, understood 

undertake, undertaken 

undertook

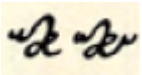
unhappy

uniform

unique

unit, unite

universal

universe, university 

unless*

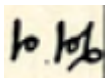
unlike

until

unto*

up*, upmost

upon

upper, uppermost 

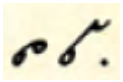
us

use (to), usage

use

usual

utmost

utter, utterly 

uttermost

various

venial

very*

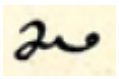
virtual

virtue

virtuoso

virtuous

voluntary

volunteer 

was*

weather

Wednesday

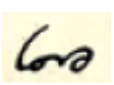
were*

what

whatever

whatsoever

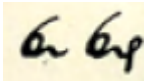
whenever

whereas 

wherefore*

whether

which*

while*, whilst* 

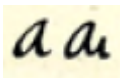
who*, whom*

whole

will*

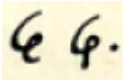
with*

without*

woman, women 

wood

world

worse, worst 

worth

worthy

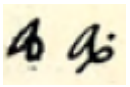
would

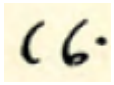
yes

yesterday

you*

young

younger, youngest 

youngster

your*, yours*